

## JOB DESCRIPTION

### **JOB TITLE: Assistant Secretary; Registration/Attendance-Middle School**

Report Identification Code: edaasc

**Job Purpose Statement:** The job of "Assistant Secretary"; Registration/Attendance is done for the purpose of supporting a wide variety of school site secretarial and clerical administrative functions. Responsibilities include performing general office duties; conveying information regarding school functions and procedures; administering and coordinating day to day operations within a specialized area such as attendance or registration; entering data into information and/or software systems and applications, generating reports; keeping accurate records, logs, ledgers and related documents; and ensuring compliance with district policies, procedures and legal and administrative requirements of assigned functions. The work is performed under the supervision of a school administrator.

#### **Essential Job Functions (will vary by assignment):**

- \* **Conducts** fact-finding investigations by following-up on student absenteeism and reporting findings to school counselor or administrator as appropriate. (Attendance specialty)
- \* **Utilizes** information systems, software applications and established processes and procedures to maintain an accurate accounting and reporting of student attendance and information. (Attendance specialty)
- \* **Manages** the student registration and reporting process by processing enrollments, withdrawals, transfers, changes and immunization records to ensure compliance with state, federal or district requirements. (Registrar specialty)
- \* **Updates** information systems and follows established processes and procedures to ensure student enrollment and other records are current, accurate and compliant with district, state or federal guidelines (Registrar specialty).
- \* **Prepares** and submits reports that comply with district policies and procedures and state and/or federal reporting requirements.
- \* **Processes** and prepares documents and materials for the purpose of disseminating information to appropriate parties.
- \* **Ensures** accuracy of student records by reconciling data and conducting routine audits.
- \* **Evaluates** and responds to inquiries, requests or situations involving staff, students, parents and the public for the purpose of taking appropriate action and/or directing to applicable personnel for resolution.
- \* **Manages** and retains records, files, and schedules for the purpose of providing an up-to-date reference and ensuring availability of accurate information.
- \* **Prepares** written documentation for the purpose of providing written support, accountability and conveying information.
- \* **Reconciles** cash accounts as assigned for the purpose of maintaining accurate balances and complying with accounting practices.
- \* **Administers** first aid and medication to students for the purpose of meeting their immediate health care needs.
- \* **Monitors** assigned activities and program components for the purpose of ensuring compliance with district, state and federal policies and requirements.
- \* **Supports** school secretarial and administrative personnel, staff, parents and students for the purpose of providing assistance with their administrative and job functions, activities and/or needs.

**Other Job Functions:**

- \* **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- \* **Attends** meetings and/or trainings as requested and/or needed for the purpose of gathering and/or conveying information required to perform job functions.

**Job Requirements - Qualifications:**

- \* **Experience Required:** Some job-related experience

**Skills, Knowledge and/or Abilities Required:**

*Skills to:* operate standard office equipment including pertinent information and software systems and applications; prepare and maintain accurate reports and records; use English in both written and verbal form to communicate effectively with staff, students, parents and the public; perform basic arithmetic calculations; perform tasks in an environment with many distractions and interruptions; use correct spelling, grammar and punctuation; and administer basic first aid.

*Knowledge of:* rules and regulations related to assigned building and program; basic accounting procedures; modern office methods; word processing, databases, spreadsheets and reports; and problem-solving methodology.

*Abilities to:* understand and carry out verbal and written instructions; interact with persons of different age groups and cultural/educational backgrounds; perform a variety of tasks; maintain accurate records; work cooperatively with others; read/interpret/apply pertinent codes, policies, regulations and/or laws; adhere to safe work practices; adjust to flexible work assignments; think logically and make common sense decisions; maintain confidentiality of student and other records; work accurately, with attention to detail and with minimal supervision; work well under pressure and meet deadlines and schedules.

*Significant physical abilities include* sitting for prolonged periods, stooping/kneeling, reaching/handling/fingering/feeling, talking/hearing conversations and other sounds, near/far visual acuity/visual accommodation.

- \* **Education Required:** High school diploma or equivalent
- \* **Licenses, Certifications, Bonding, and/or Testing Required:** Fingerprint/criminal justice clearance